



THE ELECTRIC BRIEFCASE

U. S. Bankruptcy Court-Wisconsin Western
120 N. Henry St., Madison, WI 53703

Volume 3, Issue 8

August
2005



HOT Topic for August: Attachments



HIGHLIGHTS

With the upcoming legislative changes, more attachments may be coming in your future. Currently, any attachments to motions that are a separate PDF image or any PDF image over 50 pages should be separated and docketed as an attachment.

Attaching Documents in ECF is a 4 step process:

1. After browsing for your main document, switch the radio button from “No” to “Yes” after the word Attachment. Click **Next**.
2. Enter the PDF document that contains the attachment.
3. Select a document type and/or enter a description. *Note:* This step may be skipped, however, the docket text will be unclear and could cost PACER users unnecessary fees.
4. Add the filename to the list box below. If you have more attachments, go back to step two. When the list of filenames is complete, click **Next**.



JULY QUICK FACT

In June 2005:

197 attorneys filed
5,157 pleadings electronically

A year ago:

156 attorneys filed
2,853 pleadings electronically

New petitions filed by Electronic Case Filers:

72% in June 2005
71% year to date

ALERT

The next release of Pay.gov (version 3.2) is not compatible with Netscape browser version 4.7. Deployment of Pay.gov 3.2 will be August 28th 2005. Internet Explorer 5.5 or higher or other browsers should be used for all Pay.gov transactions in ECF. If you need help converting or upgrading your browser, please call the Court.

Did you Know?

The ECF User's Manual can be found on the main menu bar in ECF to the right of “Logout” and the “?”



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